Military Surface Deployment and Distribution Command (SDDC)

Transportation Financial Management System (TFMS-M)

Desktop Reference Document

Receiving Against a Purchase Order

Version 3.0
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1 Receiving against Purchase Orders

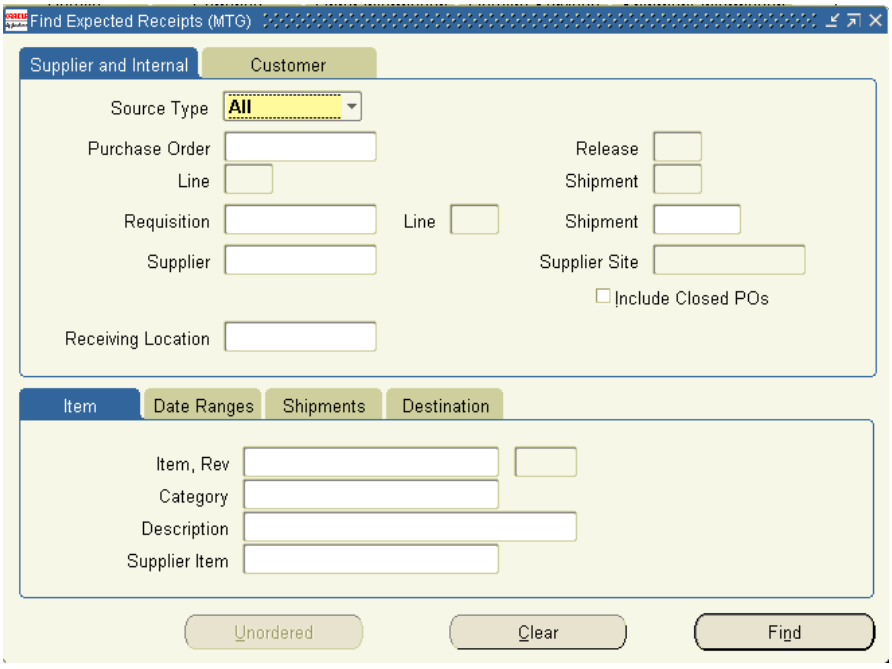
The Requester or the designator for contracts (PR&C's), MIPR's , DD1556's , and utilities purchase orders require receipts. When services or goods have been received, the requestor receives or prepares a DD250 (material inspection and receipt report) for items not covered by contract. The receipt confirms the delivery of goods or that services were performed. The invoice sent to DFAS for payment is matched to the purchase order and its related receipt before payment is made. This three-way match confirms the following:

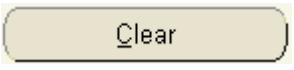
- Quantity billed on the purchase order shipment is less than or equal to Quantity ordered price on the purchase order shipment.
- Invoice price on the purchase order shipment is less than or equal to Purchase order price on the purchase order shipment.
- Quantity billed on the purchase order shipment is less than or equal to Quantity received on the purchase order shipment.

Entering purchase order receipts allows period-end accruals for un invoiced receipts for Expense distributions.

1.1 Find Expected Receipts

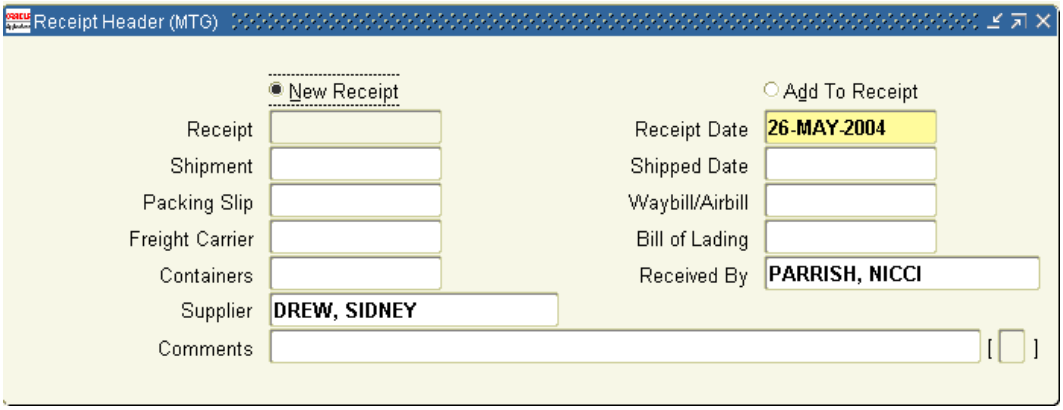
Navigate to the **Find Expected Receipts** window by selecting **Receiving > Receipts** from the navigator menu.



- Select  to clear all the fields.

- Leave default to **All** in the **Source Type** field. Currently SDDC only uses Supplier source types.
- Enter purchase order number in the **Purchase Order** field or select from the list of values.
- Click Find. The **Receipt Header** window appears.

1.2 Receipt Header

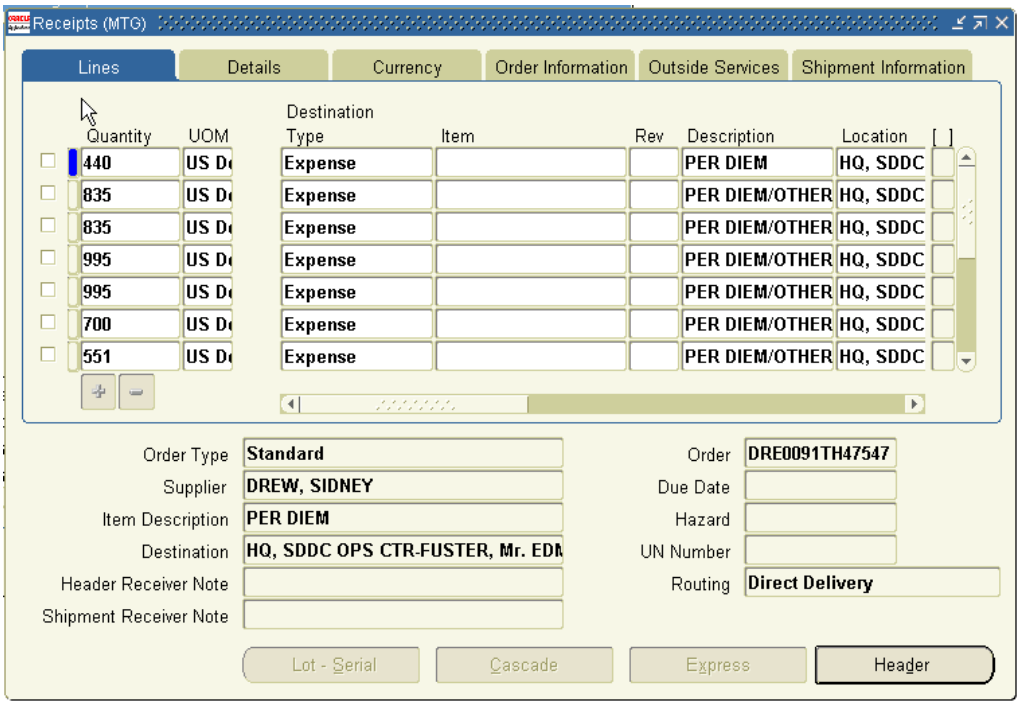


- Enter the following information on the **Receipt Header** window:

Receipt Header	Instructions	Comments
New Receipt button	Defaults	
Receipt Date	Defaults to the current date.	This date can be changed if the services or goods were received in the same month. If the services or goods were received in a prior month, accept the current date then adjust the acceptance. See section 3.1.4 Adjust Acceptance Date.
Comments	Enter the invoice or statement number in this field.	

- Close the **Receipt Header** window by clicking on the lower portion of the window to bring up the **Receipts** window.

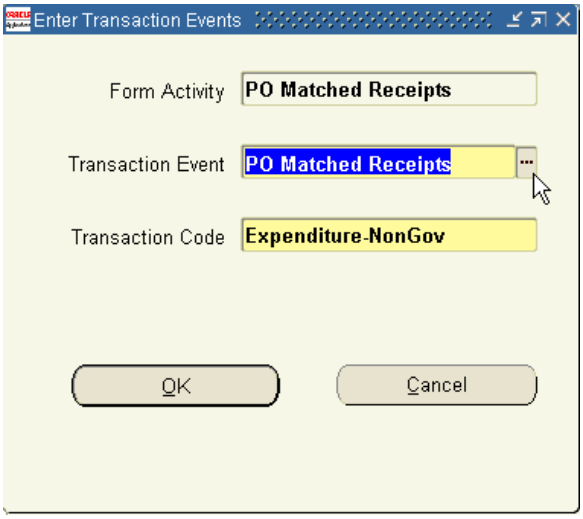
1.3 Enter Receipts



- Place the cursor in the **Quantity** field. The **Enter Transaction Events** window appears.

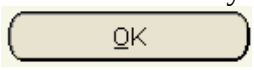
If there is a + sign between the **UOM** and **Destination Type** fields this indicates that there are multiple lines to review.

- Select the plus icon to display the lines.
- Enter receipt information



- Place the cursor in the **Transaction Event** field and click the list of values icon. The system will automatically populate the **Transaction Event** field to PO Matched Receipts and the **Transaction Code** field to Expenditure-NonGov .

  - **NOTE**: Do not enable the "Do not display this window again" checkbox. If this is done it is necessary to close out of the Receipts form and navigate back to it.

- Select 

to proceed to the **New Document** window

- Select the line(s) you want to receive. Purchasing displays the **Quantity** due for the shipment. You can override this value if you are recording a partial receipt.

- **Location** field defaults in from the purchase order. If the location did not default, click the list of values icon to search for the location.

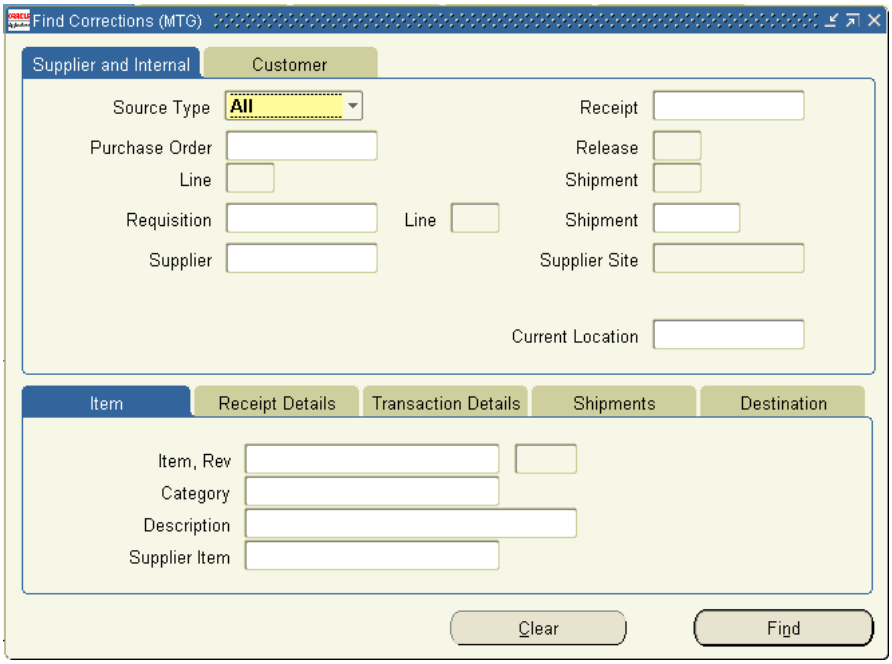
- Select on the tool bar to complete the receipt. The system assigns a receipt number. The receipt number is displayed on the **Receipt Header** window. Make a note of the receipt number for future reference.

2 Receipt Corrections.

Corrections are used if a wrong amount is entered in a receipt and a user has to go back and correct the amount.

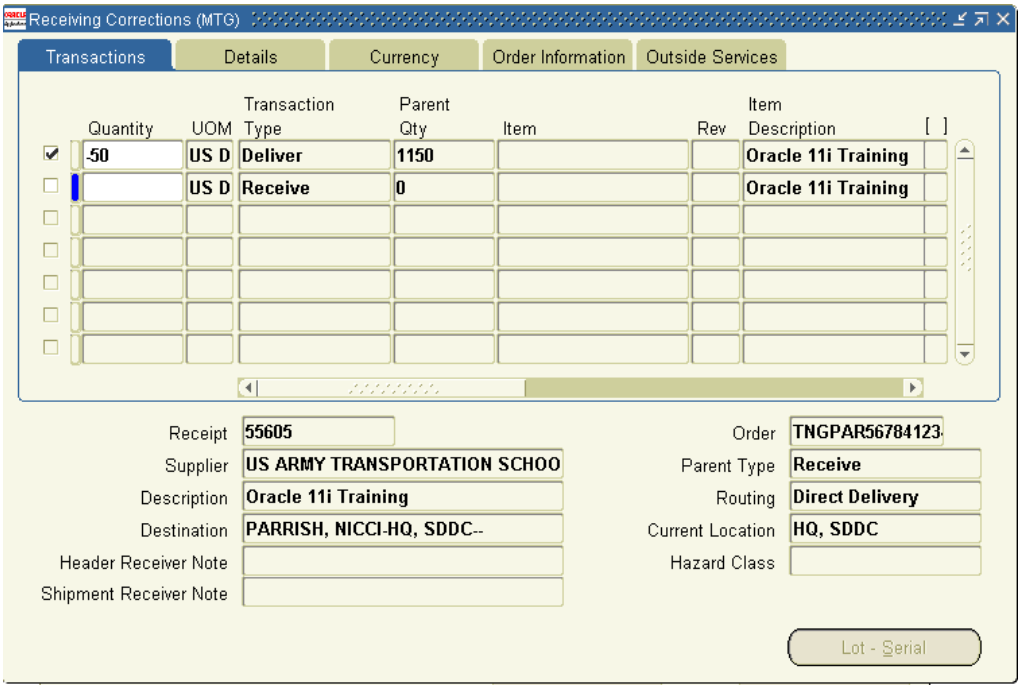
2.1 Find Corrections

Navigate to the **Find Corrections** window by selecting **Receiving > Corrections** from the navigator menu.

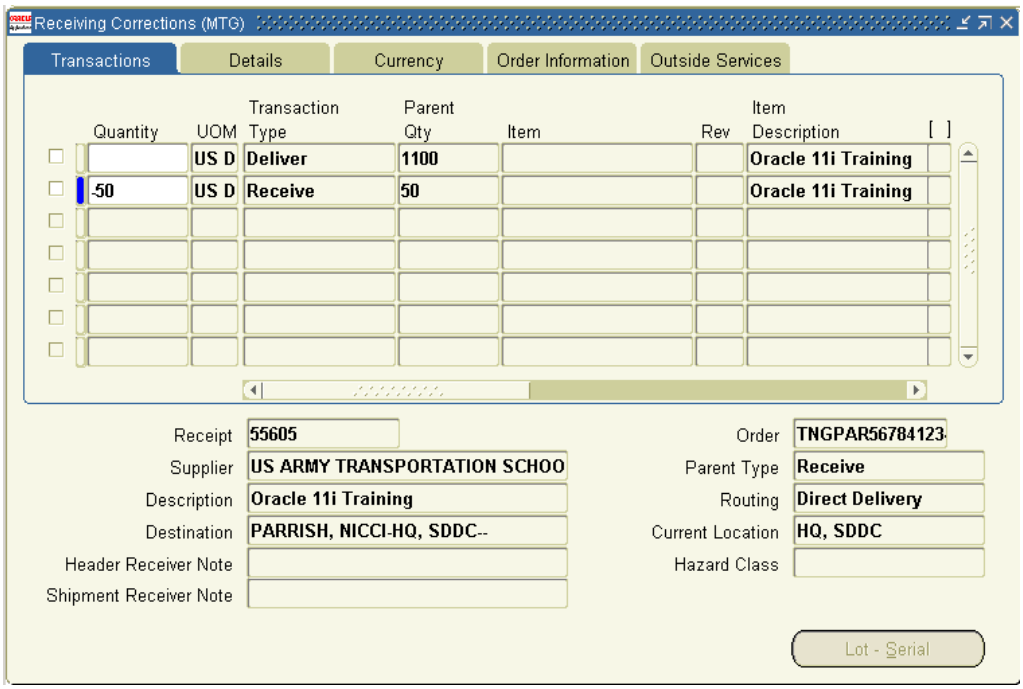


- Enter the receipt number in the **Receipt** field.
- Click to enter the correction.

2.2 Enter Corrections



- You will see 2 lines one has “Deliver” and the receipt quantity next to it is the quantity received to date. The next line has “Receive” and the receipt quantity next to it has a “0” value.
- In the **Quantity** field before the “deliver” enter a positive or negative correction.
- Click to save the correction.
- Exit the window because the correction does not automatically refresh.
- Reopen the corrections window using the **Find Corrections** window.
- The next line has “Receive” and the receipt quantity next to it will be value that was corrected.



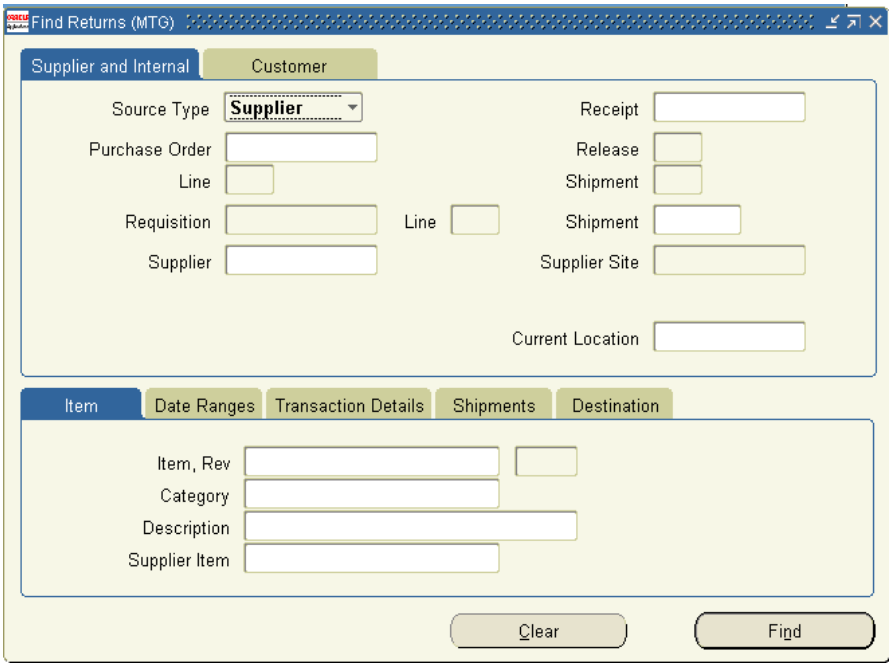
- In the **Quantity** field enter the correction (from the prior step) on the "Receive" line.
- Click to save the correction

3 Return Receipt

Us the Receiving Returns window to return delivered items to receiving and to return received or delivered items to the supplier if the purchase order has neither been cancelled nor final closed.

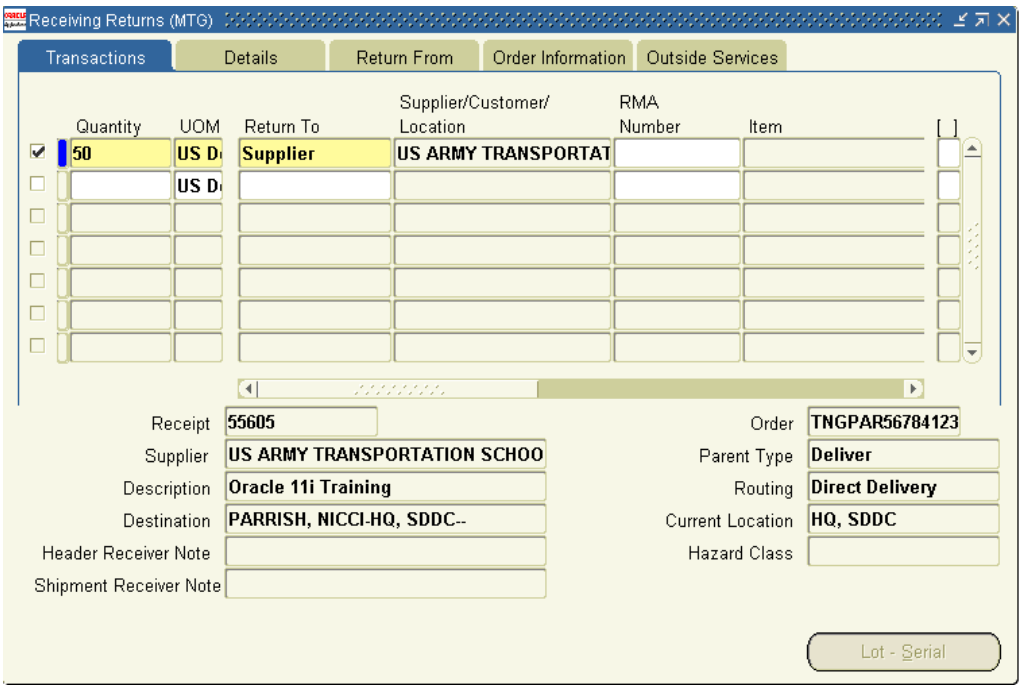
3.1 Find Returns

Navigate to the **Find Corrections** window by selecting **Receiving > Returns** from the navigator menu.



- Enter the receipt number in the **Receipt** field.
- Click

to enter the return.



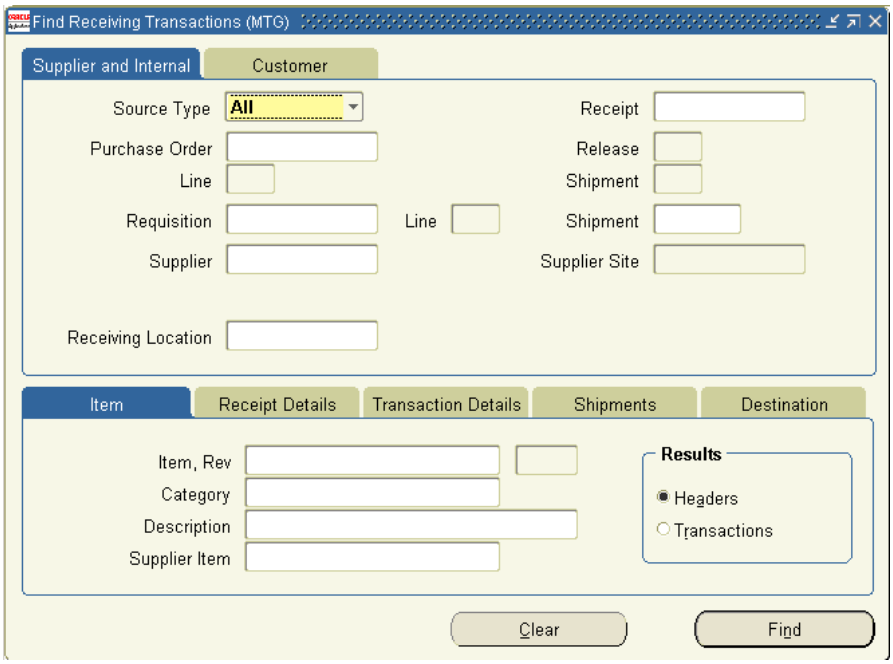
- Enter return quantity (+ number) in the **Quantity** field.
- Place cursor in the **Return To** field and click ... to choose **Supplier** if returning goods to supplier.
- Click to save the return.

4 Receiving Transactions Summary

Use the Receiving Transactions Summary window to access the receiving header summary and receiving transaction summary windows.

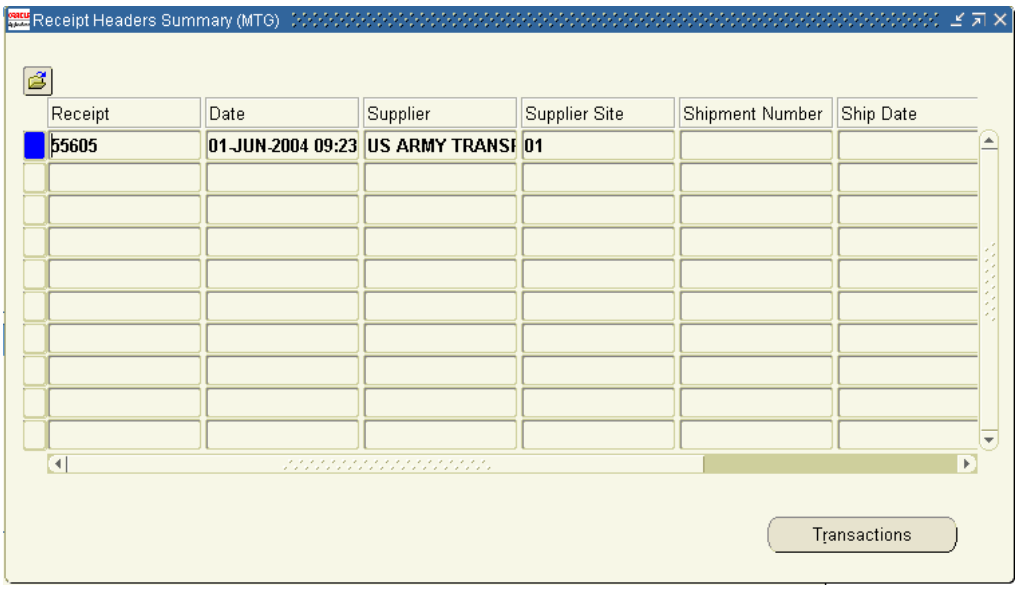
4.1 Find Receiving Transactions

Navigate to the **Receipt Transaction Summary** window by selecting **Receiving > Receiving Transaction Summary** from the navigator menu

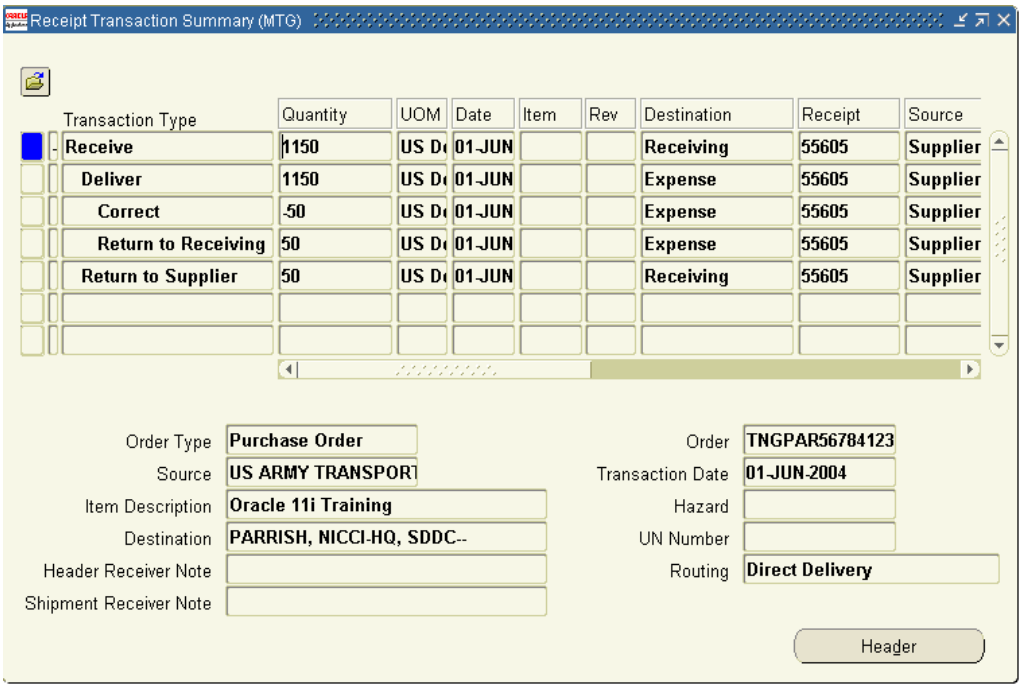


- Enter the receipt number in the **Receipt** field.
- Click

to view the receipt header summary.

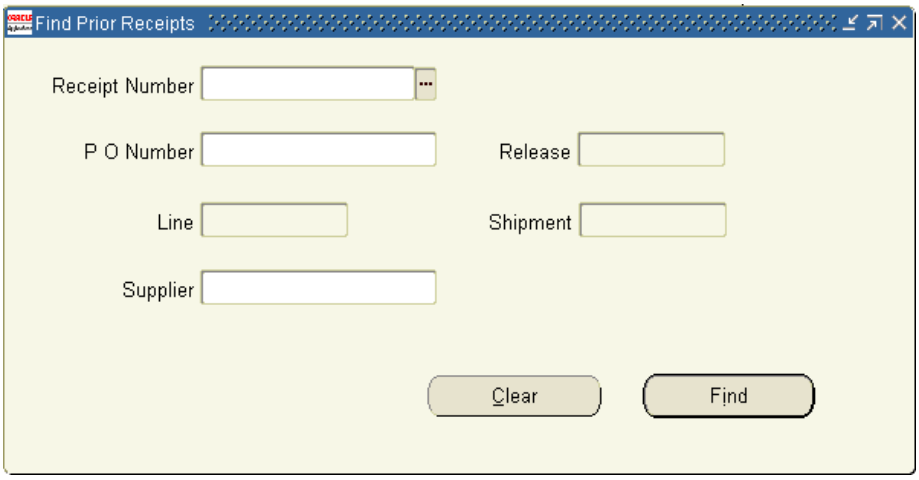


- Click to view the receipt transactions summary.

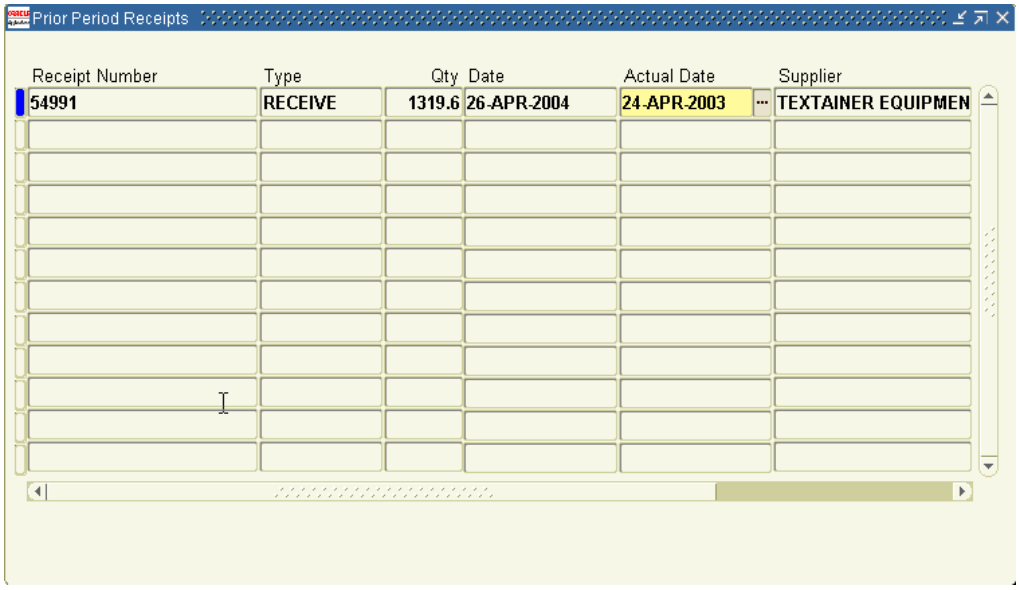


5 Adjust Acceptance Date

Navigate to the **Find Prior Receipts** window by selecting **Receiving > Adjust Acceptance > Prior Period Receipts** from the navigator menu.



- Enter the receipt number in the **Receipt Number** field or select the list of values icon to search for the receipt number.
- Select to go to the **Prior Period Receipts** window.



- Enter the actual date received in the **Actual Date** field.
- Select on the tool bar to complete the receipt.